



# New Jersey Motor Vehicle Commission

Trenton, New Jersey 08666

## GOVERNMENT RECORDS REQUEST FORM

### IMPORTANT NOTICE:

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully. In addition please note that you may complete and submit this form electronically on the Internet at [www.nj.gov/opra](http://www.nj.gov/opra).

***If you are requesting information related to Driver & Vehicle Records, DO NOT COMPLETE OR SUBMIT THIS FORM. Please call 1-888-486-3339 (In State) or 1-609-292-6500 (From Out of State) for the proper form.***

### Requestor Information- Please Print Below:

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Business Hours Telephone Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On-Site Inspect \_\_\_\_\_

**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Information

Maximum Authorized  
Cost \$ \_\_\_\_\_

Select Payment Method

Cash \_\_\_ Check \_\_\_ MO \_\_\_

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Fees: Pages 1-10 \$0.75@  
Pages 11-20 \$0.50@  
Pages 21 - \$0.25@

### Delivery:

**Delivery/postage fees  
depending upon delivery  
type**

**Extras: Extraordinary  
service fees dependent  
upon request.**

### Record Request Information

To expedite your request be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying, inspection, or examination); and if data, the medium requested.

**Please return completed form to: Official Custodian of Records, Motor Vehicle Commission,  
PO Box 122, 225 East State Street, Trenton, NJ 08666-0122 Attn: Manager, IUR**

*New Jersey is an Equal Opportunity Employer*

**New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)**

1. State Law requires that in order to request government records, you must complete, sign and date this request form and deliver it in person or by mail during regular business hours to the appropriate custodian of the record requested. Your request is not considered filed until the request form has been received by the appropriate custodian of the record requested. If you submit the request form to any other officer or employee of the Motor Vehicle Commission that officer or employee does not have the authority to accept your request form on behalf of the Commission and you will be directed to the appropriate custodian. Descriptions of the divisions and agencies of the Department of Transportation can be found at <http://www.nj.gov/transportation/>
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Motor Vehicle Commission request form, or attempt to make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before process your request. Payment shall be made by cash, check or money order payable to the Motor Vehicle Commission.
4. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
5. By law, the Commission must notify you that it grants or denies a request for access to government records within 7 business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within 7 business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request or making records available.
6. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
7. If the Commission is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within 7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by Motor Vehicle Commission to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC) in the Department of Community Affairs. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.
10. Information provided on this form may be subject to disclosure under the Open Public Records Act.

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